



PORT MALABAR HOLIDAY PARK  
MOBILE HOME PARK RECREATION DISTRICT

215 Holiday Park Boulevard NE  
Palm Bay, Florida 32907-2196

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May 19, 2020

**Treasurer Report ( 5/19/2020) for presentation at Trustees Meeting scheduled for May 26<sup>th</sup> at 1:00pm via Zoom Executive Summary**

Here is the updated draft of 20-21 budget that I have put together for us to discuss. Also a few notes on my how I got my numbers.

Notes

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\* 2nd Column " Projected Year End " is based on the 4/2020 actual financial

Highlights of the draft of the Proposed 20-21 Budget (last column)

- \* The reduction in the income from assessments is due to the agreed-upon reduction of \$10 a month or \$120 per unit for the year once the loan was satisfied remains the same
- \* You'll notice in all salary categories we are proposing 3% to possible allowance for salary increase during their performance review
- \* The increase in the current cable allows for 5% rate increase per contract NOTE this is not to be confused with the ongoing negotiations with the consultant and Spectrum.
- \* There's a reduction in the expense item for decals because there's only a minimal expense for new residents as decals are issued every two years
- \* The contingency expense line of \$71,350 has not been ear marked but can be used for upgrades. Our Sister Park was consulted and in fact they also have a contingency reserves categorie(s)

Keith Rittscher

P.S. Since our last meeting I had a conference call with bookkeeper over at Holiday Park North Port which was very helpful

Ordinary Income/Expense	Projected Y/E			Comments
	Approved	Based on 4/2020	Proposed	
	Budget 19 - 20	financials	Budget 20 - 21	
<b>Income</b>				
<b>Assessments</b>				
Gross Assessments	1,476,288	1,414,500	1,391,808	Reduction \$120.00 Per resident per year due to satisfaction of park loans
Assessment Adjustments	-75,000	(65,000)	(75,000)	Budget equals the previous years amount Discounts and unpaid assessments
Transferred to Debt Service Fund	-240,000	-	-	No Loans Outstanding
	<b>1,161,288</b>	<b>1,349,500</b>	<b>1,316,808</b>	
<b>Other Income</b>				
Service Charges	5,500	-	-	Reclassified and moved to "other income"
Interest Income	7,000	9,449	7,000	
Other Income	0	12,354	11,000	New Owner/Renter App Fees, Decal fees, ACC fees, Estoppel fees
Laundry Income	1,000	1,940	1,000	
Other Revenue	13,500	23,742	19,000	
	<b>1,174,788</b>	<b>1,373,242</b>	<b>1,335,808</b>	
<b>Expenses</b>				
<b>Board of Trustees</b>				
Board Bond Ins	900	514	1,200	
Board Supplies	0	958	200	
Uniforms- Board	200	137	200	
	<b>1,100</b>	<b>1,610</b>	<b>1,600</b>	
<b>Payroll</b>				
<b>District Manager</b>				
Payroll	80,000	69,297	72,000	Proposed Budget Allowing 3% Increase
Benefits	23,420	22,121	20,234	Taxes/Health Insurance/Worker Comp
Travel Reimb -	200	-	200	
Educ/Training	1,000	-	1,000	
<b>Administrative</b>				
Payroll	40,000	55,572	67,000	Added Kathy Richardson to payroll plus Proposed Budget 3%
Benefits	5,380	7,474	9,012	Taxes/Health Insurance/Worker Comp
Contract Accounting Services	11,250	7,834	11,250	
Payroll-related Services	2,850	2,229	3,000	
Temporary Office Services	16,000	411	5,000	Removed Kathy Richardson as Temp Office Assistant
Postage	500	512	500	
Equipment Lease- Office	2,100	2,661	2,100	
R&M Office Equipment	500	171	4,000	Webmaster for web page on internet and computer service
Deed Restriction Revision Exp	500	-	500	
Advertising Legal	500	-	500	
Bank Charges	0	465	-	
Advertise Office	0	303	-	
Non Capitalized Equip- Office	500	-	1,500	Virtual Meeting Software
Office Expense & Supplies	4,000	8,102	4,000	
Education/Training- Admin	500	204	1,000	
	<b>189,200</b>	<b>177,356</b>	<b>202,796</b>	
<b>Gate</b>				
Payroll	84,638	103,105	107,000	Allowing 3% Increase
Benefits	11,384	12,797	14,392	Taxes/Health Insurance/Worker Comp
Supplies	550	2,239	550	
Uniforms	300	-	800	New tops and pants
	<b>96,872</b>	<b>118,141</b>	<b>122,742</b>	
<b>Custodial</b>				
Payroll	85,696	94,157	86,000	Allowing 3% Increase
Benefits	44,526	51,513	22,117	Taxes/Health Insurance/Worker Comp
Supplies	3,500	3,901	3,500	Decrease due to incorrect coding
Uniforms	200	373	400	New shirts
	<b>133,922</b>	<b>149,944</b>	<b>112,017</b>	
<b>Grounds</b>				
Payroll	200,850	34,030	32,000	Gardner only
Benefits	69,215	4,577	4,304	Taxes/Health Insurance/Worker Comp
Uniforms	700	81	-	amount eliminated for 20-21 under the outside contractor
Supplies	4,850	2,226	2,500	the outside contractor
	<b>275,615</b>	<b>40,914</b>	<b>38,804</b>	

Ordinary Income/Expense	Projected Y/E			
	Approved	Based on 4/2020	Proposed	
	Budget 19 - 20	financials	Budget 20 - 21	
<b>Fees</b>				
Legal	10,000	6,876	10,000	
Auditing	14,000	-	14,000	
Deed Rest. Enf.	1,000	512	1,000	
	<b>25,000</b>	<b>7,388</b>	<b>25,000</b>	
<b>General Office Expense</b>				
Telephone & Communications	5,000	2,523	5,000	
Electricity	60,000	61,394	60,000	
Gas	2,000	1,109	2,000	
Water & Sewer	4,000	3,331	4,000	
Storm Water Management	2,000			Not applicable
Equipment Lease- General	1,200	1,958	2,100	based on Y/E projection( Laundry Equipment)
Insurance - Liability	10,500	10,051	10,500	
Insurance - Property	11,000	8,729	13,000	Direct number from insurance company
Property Maintenance Expense	2,000	1,576	2,000	
Cable - TV	210,000	223,066	220,500	5% Increase per contract
Other Expense	0	1,252	-	
Supplies Decals & Badges	500	2,450	1,000	New Owner Decals not due until 2021
Taxes, Fees & Licenses	31,500	5,786	31,500	Taxes, Operating Licenses (Pool etc.)
	<b>339,700</b>	<b>323,225</b>	<b>351,600</b>	
<b>Repair &amp; Maintenance</b>				
R&M Gate	1,000	2,844	3,000	Renovations (Concrete)
Flags	300	317	400	
Non Capitalize Equip- Gate	150	339	150	
R&M Buildings	3,000	9,110	6,000	Card Room Reno/Billiard room & card room baseboards
R&M Lighting- Rec Center	500	-	500	
R&M Equipment	3,000	2,090	3,000	
Non Capitalized Equip-Custodial	500	-	500	
R&M Streets	3,000	168	3,000	
R&M Signage	900	562	900	
R&M Drainage	4,600	-	4,600	
Contract Services-Lawns	0	170,220	190,000	Outside contractor to include tree work
Landscape Management	10,000	11,931	10,000	
Landscape Trash Removal	8,000	5,952	8,000	
R&M Grounds Equipment	5,000	6,234	200	Outside contractor
R&M Pools & Rec Facilities	18,000	29,567	20,000	Pool Supplies and chemicals only
R&M Irrigation System	2,000	5,921	2,000	
Sound Wall Maintenance	1,000	42	-	Covered Cleaned wall in 2019-2020 Budget
Vehicle Repair	500	1,037	150	Tires,tune up performed in 2019-2020 Budget
Non-Capitalized Equip- Rec	0		0	
Non Capitalized Equip-Grounds	0		0	
Fuel	8,000	483	500	
Supplies Recreational	1,000	1,418	2,000	Hospitality/Goodwill
Landscape Supplies/Grounds	2,000	2,161	2,000	Mulch,Landscape
Education/Training- Parks & Rec	0	-	-	
Depr Exp - Parks & Rec	0	-	-	
	<b>72,450</b>	<b>250,398</b>	<b>256,900</b>	
<b>Capital Improvements</b>				
Cap Outlay-Buildings & Imp	0	28,838	50,000	Pool Deck and Parking Lot
Cap Outlay-Infrastructure	12,000	6,916	35,000	New A/C Unit Lobby
Cap Outlay-Grounds Equipment	10,000	-	60,000	Recreational Area
Cap Outlay-Furn, Fixt & Eq	0	17,023	8,000	Lobby sink/Reception Area Reno
	<b>22,000</b>	<b>52,776</b>	<b>153,000</b>	
Contingency Expense	18,929		71,350	Provision for park improvements pending a completed plan in 20-21 budget will be allocated
Total Expense	<b>1,174,788</b>	<b>1,121,753</b>	<b>1,335,808</b>	
Net Ordinary Income	0	0	0	
Other Income/Expense				